

City of Santa Fe, New Mexico

APPLICATION FOR TUITION ASSISTANCE

All education and training will be administered in a manner fully consistent with the City of Santa Fe's Administrative Policies and Equal Opportunity Policy, which affords equal opportunity for all persons regardless of race, color, religion, sex, age, national origin, ancestry, and physical or mental handicap.

Tuition assistance will be provided for; 1) Job or career related courses 2) Courses required for upward mobility within the classified service, and 3) Required academic courses toward a degree.

Tuition Assistance is determined by educational funds available per fiscal year, the maximum amount per fiscal year is \$1,600.00.

Name	Social Security Number	Date	Hire Date
Title	Dept/Div.	Work Phone Number	

1. Are you a resident of Santa Fe County? ☐ Yes ☐ No

2. Tuition Assistance requested for ☐ Job or Career Related courses ☐ Upward Mobility

☐ Degree requirement. Degree program _____ Major _____

Degree students, please attach a copy from the institution showing the required courses.

3. Semester applied for: ☐ Summer _____ ☐ Spring _____ ☐ Fall _____

4. Name of Institution: _____

5. Indicate days and times of courses:

	Course Number	Course Title	Tuition Amount	Days/Times	Credit HRS
1)	_____				
2)	_____				
3)	_____				

6. **Relevance of course:** Explain why you want to take this course, what the benefits will be to you and the City of Santa Fe and how this course relates to your present job and career plans within the city.

I am requesting up to six hours of educational leave per week to attend classes. ☐ Yes ☐ No How many _____ Hrs.

Employees Signature _____ Date _____

☐ Approved

☐ Disapproved Immediate Supervisor's signature _____ Date _____

☐ Approved

☐ Disapproved Dept. Director's signature _____ Date _____

Human Resources use only.	Dbase _____	Bal/Ck _____	Req # _____	PO # _____
Approved Tuition Amt. _____				